

Script

Issue 14

THE LOCOSCRIPT NEWSLETTER

In this issue of *Script* we look at a wide range of word processing facilities available with LocoScript. We also have the full story of Locomotive's recent visit to the Soviet Union, attending the COMTEK show in Moscow.

Extracting addresses to print directly onto envelopes can be rather difficult. In this issue we have an article on the subject which shows you a number of different methods so you can choose the one that suits you best.

Continuing our series of tips for authors we have an article on producing an 'action column'. This shows you how to put short notes in the margin simply by using special layouts. The technique could also be used to annotate the minutes of meetings, for example.

An often over-looked feature of LocoScript is its ability to split text into neat pages 'automatically'. How to take full advantage of this feature is explained in the 'Fine Tuning' article which shows you how to control the Page breaks in a document.

The increasing sophistication of printers means that they now have a wider range of typestyles available. In the first of two articles, we explain how to use the CHARKIT program to create the Character Sets needed to use these different typestyles with LocoScript.

Finally, this issue's LocoFile article shows how to sort your datafile into birthdate order. With this ordering it is possible to produce a reminder list of cards to send in a certain month.

As you have probably noticed, this issue of *Script* is late again! We've been very busy with LocoScript PC, and we can only apologise and thank you for your continuing patience!

Contents

News 2

LocoScript PC; LocoLink;
Printers sale

CHARKIT 3

Producing extra Character
Sets for printers

Fine tuning 6

How to control Page breaks in
your documents

Action Columns 8

Producing notes in the margin

Addresses 10

Printing addresses on
envelopes

Sorting by date 13

How to select records by date

Letters 16

Extracts from our post bag

PostScript 20

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News

LocoScript PC

LocoScript PC is now shipping! So, if you've been waiting to buy a PC now's the time, as you can move to a faster machine without losing LocoScript. In fact the initial demand for LocoScript PC was so great that we sold out our initial production almost immediately. But we brought forward the next production batch to minimise the time you'll have to wait if you order your copy now.

If you still haven't seen LocoScript running on a PC, you can see it in action at every one of our newly set up network of Authorised Dealers. Every dealer has an evaluation copy of LocoScript PC so that they can demonstrate how the new version operates.

We have included a list of the Authorised Dealers along with this copy of *Script* so that you can find the one nearest to you. But, if you prefer to deal direct with our mail order department at Dorking, then of course, you can continue to do so.

24 Pin Printers Sale

We started to sell 24 pin printers directly because they could be difficult to find. Now, the market for 24 pin printers has moved on and they have now become both widely available and widely discounted!

So, we've decided to discontinue selling printers and are selling off our stock of NEC P6s and P2200s at silly prices to make room in the warehouse for our own software. The P6 has an RRP of £650, and we're selling it for £500; the P2200's recommended price is £385 but we're only charging £300. Delivery is £10 by overnight courier, and if you want we'll throw in the latest printer drivers (both 24 Pin and standard) for £35 instead of the normal £44.90 and a suitable cable for your PCW for £10. Don't forget that you'll also need an interface for 8000 series PCWs.

Ring us on (0306) 740606 and place your order with Access or Visa (sorry, no cheques). But hurry, stocks at this price are limited and unrepeatable. All prices include VAT.

Transferring documents from a PCW to a PC

To help you transfer from PCW to a PC, we've developed LocoLink – a special cable with some programs to move your files. One end of the LocoLink cable plugs into the parallel printer of a PC. The other end includes some electronics we've designed and a connector which fits directly onto a standard UK model PCW's expansion port (the slot with the edge of the PCW's main board sticking out).

Supplied with LocoLink is a 3" disc with a program which you run under CP/M on the PCW. LocoScript PC includes a matching program to run on the PC.

Whether you want to transfer one document or a whole disc, all you need to do is connect the cable, and run the program on each computer. LocoLink even shows graphically the amount of each file left to transfer, and if transferring several files, the total amount of transferring left to do.

LocoLink is being well received – so much so that we're having trouble keeping up with the demand! But if you can't get LocoLink immediately, don't worry: we're flying in more cables from the Far East and have brought forward our future production schedules.

To Paris by Train

And not just any train! *Script* reader Trevor Timson was the winner of our Passport to Word Processing competition which was open to *Script* readers and visitors to the PC Show. The prize was a weekend for two in Paris, travelling on the Orient Express.

Mr and Mrs Timson set off from Victoria Station on the 31st May. They were last seen relaxing in style, drinking champagne in the luxurious Orient Express carriages. We wish them a very enjoyable break from LocoScript!

Creating extra Character Sets

The CHARKIT program is one of the more advanced features of LocoScript and can be rather daunting to use. In this, the first of two articles about CHARKIT, we show you how simple it can be when you want to create a Character Set for a built-in font on an alternative matrix printer.

A Character Set is a list of characters which your printer can print. LocoScript has a wide range of characters but whether you can print them or not depends on your printer. Most alternative printers have many fewer characters than the number supported by LocoScript and the range of characters can vary considerably from printer to printer. The Character Set file tells LocoScript which characters the printer can print and the commands required to print them.

The Printer Driver files we supply on the Printer Drivers Disc each have a Character Set built into them. (We looked at this in detail when *Script* was first published so for a full description refer to the article 'Using printers' in Issue 1.)

For matrix printers, these Character Sets are designed to support one of the built-in typestyles, but if your printer has more than one built-in font you need an extra Character Set file for each font you want to use. For some printers, eg. NECs, we've provided extra Character Set files on the Printer Drivers Disc. For others, you have to construct the necessary Character Sets yourself, using the CHARKIT program provided with the Printer Drivers disc.

So for those who want to make use of different built-in fonts on other printers, CHARKIT is the answer.

How CHARKIT works

CHARKIT is a CP/M program which takes a textual description of a Character Set (in an ASCII file) and produces a .#xx file which can be used with a matching .PRI file.

There are three stages to producing a .#xx file.

- 1 creating an ASCII file with the details of the Character Set. This is known as the Character Definition file. (LocoScript is as good a means as any of creating the Character Definition file. Before using it with CHARKIT, simply convert the LocoScript version of this file into an ASCII file by using the Make ASCII feature.)
- 2 running CHARKIT on the ASCII file
- 3 installing the new Character Set file on your Start-of-day disc.

To show you how it works we'll go through the steps to build a Character Definition File for a built-in font on a 24 pin printer. Our example is the Star LC24-10 printer which is supported by the LC24.PRI file on the Printer Drivers disc. It has four built-in fonts, Orator, Script, Prestige and Courier. The Courier font is supported by the Character Set file built into the LC24.PRI file. We shall create a Character Set to select the Orator font.

If you have a Star LC24-10 and want to follow the steps given here, it's a good idea to have both the CHARKIT instructions (found in the booklet 'Defining Character

Sets' for PCW8256/8512 owners or the 'Printer Drivers and Character Sets Disc' booklet for PCW9512 users) and the Star LC24-10 printer manual to hand. The Printer manual gives all the information you need about the characters your printer can print and the codes needed to access them. If you have a different printer, it is likely that the same general actions will work, but the details may vary slightly. Read through the rest of the article, and check the relevant escape codes in your printer's manual.

Before you start, make sure you have made a CHARKIT disc. This is described in the section 'The CHARKIT files' in the CHARKIT instructions.

The Character Definition file

Before we look at the structure of the Character Definition file, it's worth noting some background information.

LocoScript prints a document by sending a series of codes to the printer. Some codes are printable characters such as the letters a, b and c etc. Others represent instructions to carry out a particular action, such as moving to the beginning of a line. Taking this a step further, codes can also be grouped together to form what's known as an Escape sequence. Such a group of codes can perform actions such as switching on a Print effect like Bold. (They are called Escape sequences because the first code in each group is usually the code for Escape.)

What each code means depends on the printer's software. Printer software varies from manufacturer to manufacturer and you can't rely on all the codes meaning the same thing on different printers.

Fortunately, there are a number of generally observed conventions which simplify the situation to some extent. In particular most printer manufacturers have adopted the American ASCII standard which means that the characters a-z, A-Z and 0-9 as well as the common punctuation marks use the same codes. In addition, many dot matrix printers use the same characters and codes as one of the major manufacturers such as IBM and Epson.

With this in mind, we'll look at creating the Character Definition File.

The Character Definition file is made up of two main parts. The first part (the Header) gives basic details of the Character Set such as the names of the Set and Style which appear in the Printer menus in LocoScript 2, and the commands needed to select the Character Set.

The second part forms the body of the Character Set. This is where the characters, and the codes the printer uses for each character, are held. If the Character Set is a proportionally spaced one, information about the PS width is also included.

At first sight, you might think you need to type in a lot of information. In fact you will have to do very little work. As we said earlier, many printer manufacturers use the same characters and codes as either IBM or Epson. To help you build extra Character Sets for dot matrix printers, we have supplied two documents on the CHARKIT disc which correspond to these two types of character set. The FX.EG file is an example of a standard Epson character set. The IBM.EG corresponds to a standard IBM character set. These files are already set up in the format CHARKIT expects – all you have to do is adapt them to match the character sets in your printer.

Luckily, many matrix printers are largely compatible with the IBM Character Set. The differences tend to be in the more obscure characters, which can be ignored in everyday use. This means that you can, by just making a small change, adapt the IBM character set to your printer – in our example the LC24.

In this article, we'll concentrate on the Header section of the Character Definition file. This contains the details we need to change to select a different font. Most of the details recorded here are very straightforward. The diagram on the facing page shows the File Header required for the Star LC24-10 to select the Orator font, and explains the components of the File header. The section 'Preparing the file' in the CHARKIT instructions gives a more detailed explanation if you need it.

In the next issue, we'll look at changing the supplied character sets to fit another printer perfectly. So if you want to use special characters, or the example Character

```

: Orator CHARACTER SET FOR Star LC24-10 PRINTER
: 123456789012345678901234567890
!"Star LC24-10 PRINTER"
!"Orator typestyle."
!"Anyone          20 May 90"
:123456789012
"Orator" 24; Character Set and Default Width
:123456789012
"Standard" PS; Character Style & Pitch
!"'ESC'k!'3!'ESC't!'1!'ESC'6" ;Orator font and IBM set
120 ; PS widths are in 1/120".
!
```

Comment explaining this file

The Identity text. This is displayed when you use the Inspect option on the f5 Document menu to identify the .#xx file. It is preceded by a line of numbers to check that the text fits in the 30 characters allowed.

The Character Set name. To select this Character Set file, you display the Character Set menu in LocoScript 2 and put a tick beside this name. The number gives the size of a space in PS (in 240ths of an inch).

A comment to check visually that the name is 12 characters or less when editing the file.

The Character Style name -- this appears on the Character Style menu when you have selected the Character Set. (The number after the Style name is known as the fundamental pitch. You only need to put a pitch in here if you are using a simple printer which can only work in one pitch.)

The selection sequence. What you put here tells the printer which built-in font to use.

This is only relevant if you use proportional spacing. It represents the units in which PS widths are measured. We'll leave it unchanged for our Orator font, as we won't be changing any of the PS widths in the file.

Definition files need further changes before they will work on your printer, you'll need to wait for Part 2.

The main thing you need to do to adapt the IBM.EG Character Definition file to the LC24-10 and the Orator font is to change the Selection Sequence in the Header section. This tells the printer the font to use and gives LocoScript the commands to select the correct Character Set. The form the instruction takes on a LC24-10 is a number of escape sequences.

The first escape sequence selects the typestyle. For the Star LC24-10, this information is given on page 58 of the printer manual and is of the form `!"ESC'k!'n'` where `n` should be replaced with the number of the typestyle. We want the Orator font, which is number 3. The full sequence looks like this:

```
!"ESC'k!'3'
```

As we are using the extended IBM character set, we also need to tell the printer this. The commands to do this are also listed in the printer manual, and for the LC24-10 are:

```
!"ESC't!'1!'ESC'6"
```

The rest of the file holds information about the characters the printer can print. This is not 100% correct, but is sufficiently close that we can leave it unchanged. Part 2 of this article will explain how to change the details of the characters to match your printer exactly.

Running CHARKIT

To create the Orator Character Set, you now have to convert the Character Set into an ASCII file and run the CHARKIT program on the ASCII file. The full instructions for doing this are given in the CHARKIT instructions in the section on 'The Character Definition file' and in 'Step 3: Creating the Printer file'. If you get any error messages as you run the program, Appendix VI 'CHARKIT Error messages' will help you to find the problem. Simply edit your Character Definition file, make the required changes and save the document to disc. Then convert it into ASCII again and re-run the CHARKIT program.

After you have successfully produced the new Character Set file, you have to install it on your Start-of-day disc like any other Character Set file. The precise keystrokes for doing this are given in the section on 'Installing and using the new Printer file' in the CHARKIT instructions.

It is easy to extend this to all the other fonts built into Star LC24-10. Simply copy the Character Definition file that you have created for the Orator Character Set, change the Character Set name and the command required for another font, then process the new file with CHARKIT.

Fine Tuning Page Breaks

LocoScript has a number of ways in which you can control where page breaks can occur. The secret of getting documents split correctly into pages is to know which method best suits your needs – or even by combining several of the different methods.

The basic method

The simplest way of making sure that new pages only occur where you want them to is to put in End Page Here codes (otherwise known as form feeds) wherever you want the new pages to start. Each form feed is shown on screen by the ↓ character.

This is fine for important new pages, such as the start of a new chapter. However, where you just want to avoid splitting a paragraph or table, this approach is rather inflexible - if you change the text in any way you'll have to go through it all and correct the page breaks!

LocoScript provides automatic ways to avoid a poor choice of page ending. To use these effectively you need to decide what you want. You can choose to apply a general rule

throughout the text, or special rules governing particular sections of the document.

General Rules

Most often you'll want to avoid widows and orphans, that is a single line of a paragraph being pushed over to the top of the next page, or only one line fitting on at the bottom of a page with the rest of the paragraph appearing at the top of the next page.

Alternatively, you might want to avoid splitting paragraphs at all. This is particularly useful for lists of addresses, for example. LocoScript treats a number of consecutive lines separated by carriage returns as a paragraph - just as you might lay out an address.

Setting page break control

Document setup
Edit identity
Insert text
Disc manager
Run LocoFile
Show phrases
Show blocks

B: group 0/DOCUMENT.000 Document setup. Printer idle. Using B:M:
Layout 0 Pi12 LS1 CR+0 LP6 Page ---- line -
f1=Actions f2=Layout f3=Style f4=Size f5=Page f6=Printing f7=Spell f8=Options

end of header 1 : used for all pages
end of footer 1 : used for all pages
end of header 2 : used for no pages at all
end of footer 2 : used for no pages at all

Paper type
Page layout
Header/footer options
♦ Page break control
Page numbers
EXIT

Page break control
Allow any page break
✓ Prevent widows and orphans
Do not break paragraphs

LocoScript has built-in mechanisms for both these requirements. You need to set up the document simply to avoid widows and orphans or not to break paragraphs. Either can be set from the same menu in Document Set-up.

In fact, we consider it sufficiently good practice to avoid widows and orphans, that this is set as the default. So if you take no other action, LocoScript will always avoid widows and orphans.

To change the general rule set for the document, edit the document as normal, and press **[F1]** to call up the Actions menu.

Check that the cursor is on Document Setup, and press **[ENTER]** to go into Document Set-up. The menus change, and the one we require is the Page menu, called up by pressing **[F5]**.

Move the cursor over the Page break control option and press **[ENTER]**. Then simply choose whichever of the options you want by moving to it and pressing **[H]** followed by **[ENTER]**. This will ensure that these rules for choosing where to start new pages will be used throughout the document. Press **[EXIT]** followed by **[ENTER]** to return to Document Set-up, and then press **[EXIT]** and **[ENTER]** again to return to editing the document.

Where the general rules are insufficient

You cannot always rely on the general rules to keep page breaks out of particular areas. For example, the text may include a table with several carriage returns to give blank lines. LocoScript's general rules cannot prevent a page from being started at one of the blank lines.

LocoScript has a way of keeping such a general collection of lines together on the same page - the Keep lines together code. All you have to know is how many lines are to be kept together.

Simply move to the start of the table, and either use the *Editor's* Page menu (different to the one in Document Set-up) to insert a "keep following lines together" code or insert the code directly.

Find page	????
End page here Last line of page	
Keep current line with: ?? lines above ?? lines below	

To use the Page menu, press **[F5]** to call up the menu and move to ?? lines below. Type in the number of lines to be kept on the same page and press **[ENTER]** twice.

The 'short cut' which avoids calling up the Page menu is to type in the code directly by pressing **[H]**, followed by K and the number of lines, then pressing **[ENTER]**.

Alternatively, you could move to the end of the table and use a "keep previous lines together" code. This is either selected from the Page menu by choosing the ?? lines above option or entered by pressing **[H]**, typing K followed by the number of lines, then pressing **[ENTER]**.

Where you don't know how many lines

You could insert the Keep code as above, and change it as necessary, but this is tedious and error prone. Indeed, if you were creating the table automatically using LocoMail, you might not even know how big it will be.

Provided you know approximately how big the table is going to be, the answer is to use two Keep codes which overlap, a "keep following lines together" at the top and a "keep previous lines together" at the bottom. Then as the actual size of the table varies, the amount of the overlap varies, but there's never a point that LocoScript could break the table without splitting one of the two overlapping areas.

To keep several paragraphs together

This can be achieved by judicious combination of Keep codes and selecting Do not break paragraphs. If on the last line of each paragraph you put a (+Keep3) code, you'll find that all the paragraphs carry over onto the new page, no matter where the page would have ended.

Producing an 'Action' column

*In the last issue of **Script**, we added a tip to the article on Writing a Thesis showing how to lay out a Bibliography. In this article, we look at some other tricks you can use to produce special layouts. For business users, we look at producing an 'action column' for use in typing an agenda in a meeting, for example. In our next issue we will show you how to justify the last line of a paragraph and how to add footnotes.*

Adding an 'action column'

Putting a note in the left margin, such as a section number on the first line of a paragraph, has always been easy in LocoScript 2. The Indent Tab (⇨ – produced by holding down **ALT** and pressing **TAB**) lets you shift an entire paragraph to the right. Adding text in the left margin is then simply a matter of positioning the cursor in front of the Indent Tab and typing the text.

Adding text in the *right* margin is not quite so easy but, by a judicious use of layouts, it is possible to produce the effect of an 'action column'.

There are three places you might want to put text in the right margin. Firstly you could add notes in the margin next to the first line of the paragraph. Secondly, you could add it at the end of the paragraph, next to the last line. Lastly, you might want it positioned somewhere between the first and last lines.

Lower Locksby Residents Association
Agenda for meeting; 25th April 1990

1. It has been confirmed that Lower Locksby has reached the second round of the 'Best-Kept Village Competition' once again. Mr Smith's litter collection has been very successful and the village green is looking much better. It has been pointed out that older residents cannot manage the work needed in their gardens and Mr Peterson is looking for keen gardeners to help him form a committee to tackle this problem.

ABP

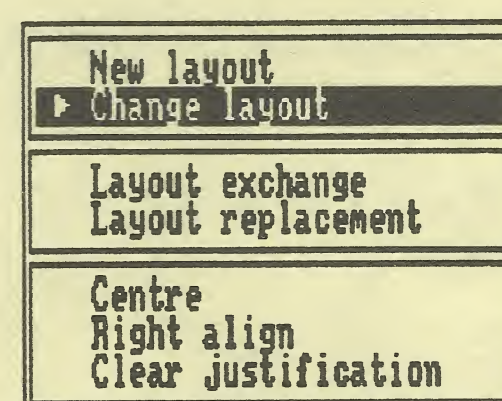
Getting any of these effects in LocoScript is simply a matter of swapping between layouts which have been set up with different margins.

As an example, we'll look at how to produce a paragraph with notes in the margin next to the first line, as shown in the example at the bottom of the page.

Setting up the layouts

What you need are two layouts – one for the main body of the text and one for the 'action column'. The best thing is to set these up as Stock Layouts – if you do, you can pull in the appropriate codes wherever you need to put a note in the margin. (For more about Stock Layouts and setting them up, you can refer to previous issues of **Script**, such as the article on layouts in Issue 7.)

The settings for the main layout you require may already be held as Stock Layout 1. Stock Layout 1 is the default layout used at the start of a document and changing the layout (using the Change Layout option on the f2 Layout menu) automatically updates Stock Layout 1.



The other layout can be set up in Stock Layout 2. The margins in this layout need to be quite different from the ones in the main layout. You can start by setting the right margin so that it's about 10 characters further to the right than the right margin of the main layout. Then set the left margin so that it's about four characters beyond the old right margin – as shown here:

To get the effect of adding a note on the same line as a line of the paragraph, you also need to use the f4 Size menu to change the line spacing in the layout. In the document you type the margin notes on a separate line. By making the line spacing 0, LocoScript is fooled into printing this text next to the last line in the main layout.

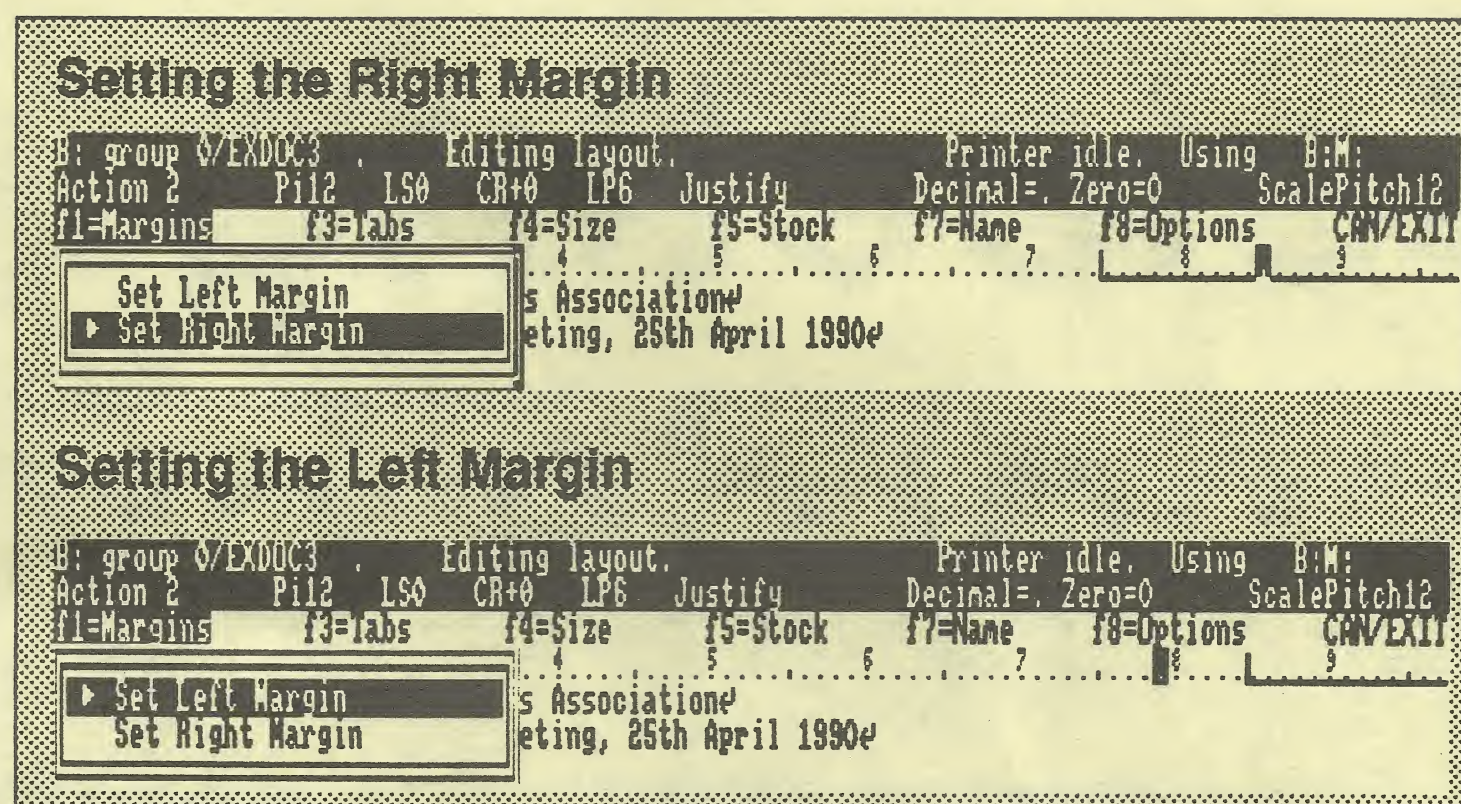
Changing the layout

Once the Stock Layouts are set up the way you want them, go back to your document and start adding the notes you want to your text.

For notes on the last line, go to the end of the last line of a paragraph, pull in a copy of Stock Layout 2 by pressing **[F2]** and typing **1 t 2**. You can see the effect of this more clearly if you show the codes and rulers by ticking the options on the f8 Options menu.

The new margins come into play when you add a **←** so press **[RETURN]**. The margins in your document now change to those set in Stock Layout 2. Type the note – for example, the initials of the person taking the action. Return to your original layout by pressing **[F2]** followed by **1 t 1**. Press **[RETURN]** and you are ready to continue typing the main body of the text.

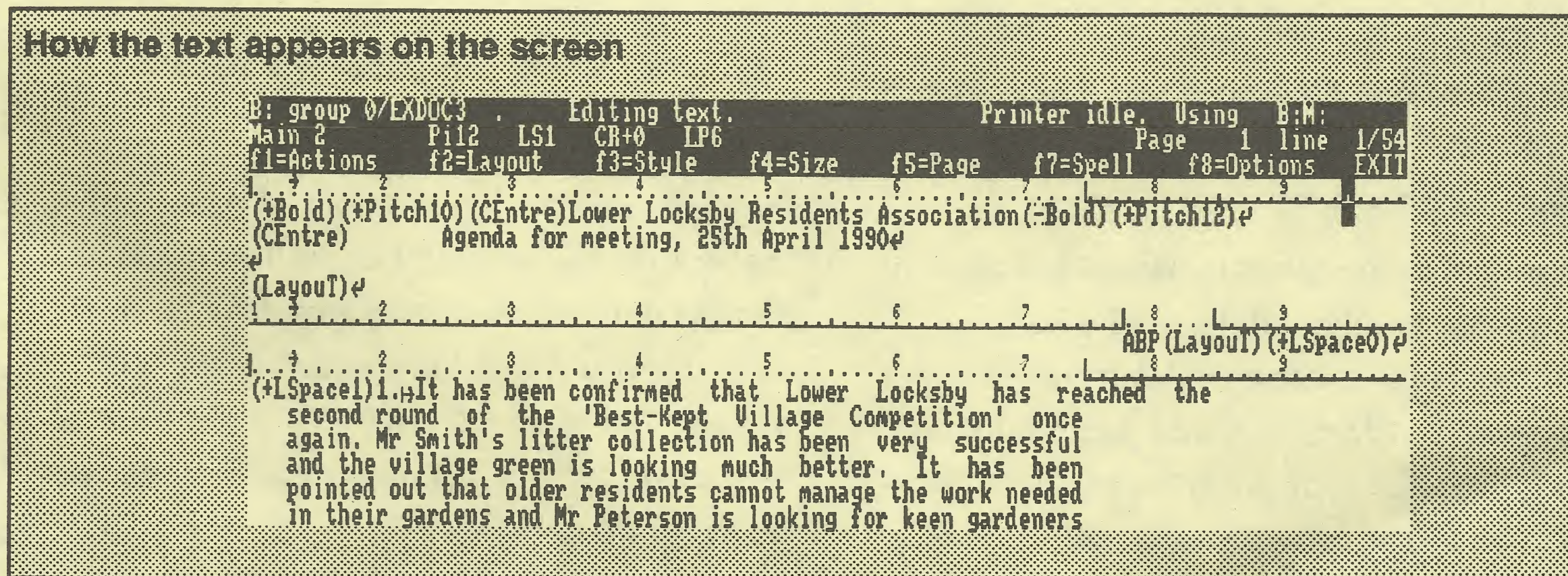
The same two Layouts can also be used to put notes in the margin next to the first line.



The main difference is that the note is inserted *before* the main text rather than after it, ie. you insert the **1 t 2** code, press **[RETURN]**, type the text for the margin, insert the **1 t 1** code, press **[RETURN]** again – and only then start typing the first line of the main text.

It is also necessary to adjust the line spacing in this case. The line spacing for the note needs to be 0, but the **1 t 1** code which follows the note immediately puts the spacing back to 1. To overcome this you put a **(+LSpace0)** code after the note, and a **(+LSpace1)** code at the start of the main paragraph, as shown in the box below.

The layouts could also be used to add notes alongside a line in the middle of a paragraph. However this causes problems as the note effectively splits the paragraph into two. If the paragraph is unjustified this doesn't matter, but if it is justified, the break means that the line immediately before the note becomes unjustified, producing a very odd effect! There are ways of getting round this, but they are not easy to control. Generally if you do want notes in the middle of a paragraph, it is best not to justify your text.



Selecting records by date

Among the different types of sorting that LocoFile allows is the facility for sorting by date. As there's no standard format for writing dates, you have a choice about the type of sorting you use. For example, you can sort in day month year order or month day year or even year month day. We've also included two other formats – day month and month day – so that you can sort a list by date of birth!

In this article we show you how to use LocoMail to produce a birthday reminder list by selecting a group of records sorted to birthdate order.

Suppose you keep details of your friends in a LocoFile datafile and want to extract the names of all those with birthdays between certain dates in order to send them cards. Each record in the datafile will hold details such as a name and address. You'll also need an item for the date of birth.

For example:

TITLE	FIRSTNAME	SURNAME
.....
ADDRESS
.....
.....
.....
.....
BIRTHDATE
.....

Once the information is there and in the format you need, the next step is to consider the LocoMail instructions to fetch the records between specific dates.

One way of doing this is to use wild cards. Say you wanted to select all those who had birthdays in June. The birthdays might be kept in the format dd/mm/yy and you might have a range of dates such as 05/06/59, 22/06/60, 14/07/58 and so on. All you're interested in is

those dates with a month of 06. You can use LocoMail's wild card character * to represent an unknown number of characters, so you can ignore the day and the year. For example, the statement `#date="*/06/*"<: instructions:>` lets you process only the records where the date has the month 06.

If you keep your records in a LocoMail datafile this is the only way you can pick out a range of dates. But there are two disadvantages to this approach. Firstly, you have to work right through the datafile from beginning to end, discarding those records you don't want.

Secondly, if the required range of dates is not as simple as all the days in a particular month, the LocoMail program becomes much more complicated. For example, to pick out all the birthdays between 22/05 and 21/06 you need a much longer LocoMail instruction:

```
#date="22/05/*" or date="23/05/*" or  
date="24/05/*"... or date="21/06/*":  
<: select record:>
```

As we'll explain later you can't tell LocoMail that one date is 'greater than' or 'less than' another date so you would have to type in all the dates you wanted to check. It would be possible to improve this a bit with some more wild cards but you can imagine how unwieldy the program will get.

A much better solution is to use a LocoFile datafile with a suitable date index. Then you need only work through the records you want to select and you can pick out any range of dates without altering the program at all. We explain how this works.

Choosing date sorting

You start by creating a suitable index for the date item. (For the keystrokes to set up an index, see Chapter 9 of the LocoFile User Guide.) The type of date sorting you select is important. You might store the dates in the form dd/mm/yy, so to ensure that the birthdates are ordered correctly, you would need to select the Day/Month sorting. This means that the year is ignored even if you have included it in the date. It's this type of index which lets you pick out the birthdays which fall between the two dates.

By setting up an index on the date item, you can sort all the records automatically into birthdate order. The instruction to select the index in the LocoMail master is `$="birthdate"` where `birthdate` is the name of the index.

Starting from the first date

The next step is to find the records between two specified dates. Finding the first record in the range of dates is simple enough. Once the records are in date order you can jump to the first date simply by adding a `$$` instruction. For example, if you want to pick out all those with birthdays between 22 May and 21 June, the command you need is `$$"22/05"`. (For a more detailed description of how the `$=` and `$$` commands work, you can refer to the article 'Printing lists the LocoMail way' in Issue 9 of *Script*.) The problem is finding out when you've reached the last date in the given range.

Stopping at the last date

You might think you could simply compare dates and, when the comparison was true, finish the merge. For example, `#current_date > 21/06:<:... instructions to end merge...>`. The problem with this approach is that LocoMail can't easily compare one date with another. Whereas you can use the 'greater than' (`>`) or 'less than' (`<`) conditions on numeric values, these conditions can't be used with dates in

most of the formats LocoFile allows. For example, if you store dates in the format dd/mm, LocoMail won't allow a 'greater than' or 'less than' comparison because the date isn't a number – it's text. If you keep dates as pure numbers, you can make such a comparison but it won't always give the right results. For example, asking whether 0107 is greater than 3006 won't give the answer you want!

All you can use on text are the 'equal to' (`=`) or 'not equal to' (`≠`) conditions. With this type of condition, you can test whether the current date equals the first date after the required range. If you know what the date is, the instruction is simple enough:

`#current_date = known_date:<:... instructions to end merge...>`. But this only works if there is a record for the first unwanted day which is very unlikely. So what you want to do is to find out which record comes immediately after the range and LocoFile can do this.

The foolproof method is to use the `$$` command to jump to the first record after 21/06 – for example, `$$"22/06"`. This method works because of the way LocoMail copes when it can't find a match. If LocoMail can't find a record with the exact date you specified it finds the record that would have appeared directly after that record.

So if a record with the date 22/06 exists, that's fine. If it doesn't LocoMail simply moves to the first record after that in date order, say 23/06, or 24/06 etc. The actual date of the record is not important – all you're interested in is finding the next record in date order after 21/06. Once LocoMail finds the record, it's a matter of storing the date in an item-name – for example, `stopdate=birthdate`. (In fact, you could store any unique piece of information about the record – it doesn't have to be the date.) Then you're ready to fetch the records, comparing each date with `stopdate`. As soon as the date in the record matches `stopdate`, you've got all the records you wanted and you can finish the merge. This even works when there are no records in your file after the chosen date.

The master document

Building a suitable LocoMail program to pick out a range of dates can be done with the following steps:

⇒ The first thing to do is give LocoMail the two important dates: the start date in the range and the date used to end the merge – in other words the date which appears immediately after the last date in the required range. You could set up the dates in the program with the instruction `startdate="22/05"`. But getting LocoMail to prompt you for the dates and store them under item-names is more useful in the long run:

```
startdate=?  
enddate=?
```

By prompting, you can pick out different ranges of dates without making any changes to the program.

⇒ The next step is to select the date index, find the date needed to stop the merge and store it under an item-name. For example:

```
$="birthdate"  
$$ enddate  
stopdate=birthdate
```

⇒ After the `$$ enddate` instruction, LocoMail is positioned at the end of the range of records you want to select, so before fetching the records, you need another `$$` command to position LocoMail at the start of the range.

```
$$ startdate
```

⇒ The last step is to put together the instructions to fetch the records and include them in a loop.

```
dateloop=" "  
#birthdate=stopdate "  
< "  
exit=0 "  
>< "  
birthdate:tab:firstname:sp:surname:cr "  
> "  
$+ "  
" "  
exit=1 "  
%dateloop@exit "
```

We've looked at loops in previous issues of *Script* but if you are unfamiliar with them, refer to Chapter 9 of the LocoMail User Guide for more details.

The LocoMail master document

```
(+Mail)tab="→":sp=" ":cr=" "  
"  
startdate-?; Enter date to start search "  
enddate-?; Enter date to end search "  
"  
$="Birthdate"; select date index  
$$ enddate; find first record after range "  
stopdate=birthdate; store date "  
$$startdate; jump to first date in range "  
"  
dateloop=" "  
#birthdate=stopdate "  
< "  
exit=0 "  
>< "  
birthdate:tab:firstname:sp:surname:cr "  
> "  
$+ "  
" "  
exit=1 "  
%dateloop@exit "  
(-Mail)
```

Merging the master document

```
(+Mail) Enter date to end search(-Mail)22/6  
$="Birthdate"; select date index  
$$ enddate; find first record after range  
stopdate=birthdate; store date  
$$startdate; jump to first date in range  
dateloop=" "  
#birthdate=stopdate "  
< "  
exit=0 "  
>< "  
birthdate:tab:firstname:sp:surname:cr "  
> "  
$+ "  
" "  
exit=1 "  
%dateloop@exit "  
(-Mail)
```

Printing the result

Merge documents.				Printer idle. Using M:			
1 PiPS	LS1: CR+0	LPG		Page	1 line	5/	
is f2=Layout	f3=Style	f4=Size	f5=Page	f7=Spell	f8=Options	EX	
28/5/60,	Sally Eccles			<div>▶ Edit result Print result Save result Save and Print result Discard result Abandon LocoMail</div>			
2/6/65,	Bill Bloggs						
15/6/62,	Bernard Smith						

Printing addresses

Whenever you write a letter using LocoScript 2, you will also want to address it. If it's a one-off letter to a friend, you may simply put an envelope in the printer and print the address from details stored in a document. If, on the other hand, you want to produce a mailshot for business purposes, feeding in a series of envelopes is not the ideal solution. A quicker and more efficient way of addressing lots of envelopes is to use labels stationery. This article is the first in a two part series on printing addresses. In this issue, we look at ways of printing directly onto envelopes. There are a number of different ways you can do this and we explain each of them so that you can pick the one that suits you best. In the next issue, we look at printing addresses on labels, both single labels and n-across labels.

Before looking at the different ways of setting up LocoScript to print an address, there are some practical constraints to consider.

Envelopes tend to be thicker than the paper you use to print the letter. This means that not all types of envelopes will necessarily be suitable for use with all types of printer.

For example, the built-in printer for the PCW8256/8512 printer cannot handle most types of envelopes - if you try and print on the envelope, it may not feed through properly with the result that one line of an address may print on top of the previous line. This is a physical limitation of the printer and there is nothing the software can do to overcome the problem. With the PCW9512 built-in daisywheel printer, there is no problem handling most types of envelopes.

Other printers vary in their capabilities and we cannot comment here on those printers which can or can't print successfully on envelopes. If you want to print straight onto an envelope you should check that your printer can handle envelopes without problem.

With printers that can handle envelopes, there are three different ways you could set up LocoScript to print an address. Firstly, you

could keep an address (or addresses) in separate pages in a LocoScript document and then print the page of the document which has the address you need. The second method involves the use of the Direct Printing facility. Thirdly, if you have LocoFile, you can print the address directly from LocoFile onto the envelope.

The best method to use is the one that requires the least effort from you! This in turn depends on how far you can set up LocoScript so that much of the work of is done for you automatically. We'll explain how each method helps you do this.

Printing from a document

The advantage of printing an address from a document is that you can set up a template with suitable details for printing on envelopes. Every document you create using this template will be ready-made for printing your addresses.

A template is simply a document you have named TEMPLATE.STD. We've looked at templates in previous issues of *Script* but, to recap, they let you pre-set a great deal of information about the document. For example, you can set a suitable left margin so you can be

sure that your address will always appear in the right place on the envelope. Other important details include the Character pitch and Line Spacing used (set up either in a Layout or as (+Pitchnn) and (+LSpacenn) codes in the document).

M: group 0/TEMPLATE.SID Editing text.		Printer idle. Using M:	
Layout	1 PiPS LS1 CR+0 LP6	Page	1 line 1/54
f1=Actions	f2=Layout	f3=Name	f4=Size
f5=Page	f6=Spell	f7=Options	EXIT
Character pitch PS			
10 12 15 17 19 21 23 25 27 29 31 33 35 37 39 41 43 45 47 49 51 53 55 57 59 61 63 65 67 69 71 73 75 77 79 81 83 85 87 89 91 93 95 97 99 101 103 105 107 109 111 113 115 117 119 121 123 125 127 129 131 133 135 137 139 141 143 145 147 149 151 153 155 157 159 161 163 165 167 169 171 173 175 177 179 181 183 185 187 189 191 193 195 197 199 201 203 205 207 209 211 213 215 217 219 221 223 225 227 229 231 233 235 237 239 241 243 245 247 249 251 253 255 257 259 261 263 265 267 269 271 273 275 277 279 281 283 285 287 289 291 293 295 297 299 301 303 305 307 309 311 313 315 317 319 321 323 325 327 329 331 333 335 337 339 341 343 345 347 349 351 353 355 357 359 361 363 365 367 369 371 373 375 377 379 381 383 385 387 389 391 393 395 397 399 401 403 405 407 409 411 413 415 417 419 421 423 425 427 429 431 433 435 437 439 441 443 445 447 449 451 453 455 457 459 461 463 465 467 469 471 473 475 477 479 481 483 485 487 489 491 493 495 497 499 501 503 505 507 509 511 513 515 517 519 521 523 525 527 529 531 533 535 537 539 541 543 545 547 549 551 553 555 557 559 561 563 565 567 569 571 573 575 577 579 581 583 585 587 589 591 593 595 597 599 601 603 605 607 609 611 613 615 617 619 621 623 625 627 629 631 633 635 637 639 641 643 645 647 649 651 653 655 657 659 661 663 665 667 669 671 673 675 677 679 681 683 685 687 689 691 693 695 697 699 701 703 705 707 709 711 713 715 717 719 721 723 725 727 729 731 733 735 737 739 741 743 745 747 749 751 753 755 757 759 761 763 765 767 769 771 773 775 777 779 781 783 785 787 789 791 793 795 797 799 801 803 805 807 809 811 813 815 817 819 821 823 825 827 829 831 833 835 837 839 841 843 845 847 849 851 853 855 857 859 861 863 865 867 869 871 873 875 877 879 881 883 885 887 889 891 893 895 897 899 901 903 905 907 909 911 913 915 917 919 921 923 925 927 929 931 933 935 937 939 941 943 945 947 949 951 953 955 957 959 961 963 965 967 969 971 973 975 977 979 981 983 985 987 989 991 993 995 997 999 1001 1003 1005 1007 1009 1011 1013 1015 1017 1019 1021 1023 1025 1027 1029 1031 1033 1035 1037 1039 1041 1043 1045 1047 1049 1051 1053 1055 1057 1059 1061 1063 1065 1067 1069 1071 1073 1075 1077 1079 1081 1083 1085 1087 1089 1091 1093 1095 1097 1099 1101 1103 1105 1107 1109 1111 1113 1115 1117 1119 1121 1123 1125 1127 1129 1131 1133 1135 1137 1139 1141 1143 1145 1147 1149 1151 1153 1155 1157 1159 1161 1163 1165 1167 1169 1171 1173 1175 1177 1179 1181 1183 1185 1187 1189 1191 1193 1195 1197 1199 1201 1203 1205 1207 1209 1211 1213 1215 1217 1219 1221 1223 1225 1227 1229 1231 1233 1235 1237 1239 1241 1243 1245 1247 1249 1251 1253 1255 1257 1259 1261 1263 1265 1267 1269 1271 1273 1275 1277 1279 1281 1283 1285 1287 1289 1291 1293 1295 1297 1299 1301 1303 1305 1307 1309 1311 1313 1315 1317 1319 1321 1323 1325 1327 1329 1331 1333 1335 1337 1339 1341 1343 1345 1347 1349 1351 1353 1355 1357 1359 1361 1363 1365 1367 1369 1371 1373 1375 1377 1379 1381 1383 1385 1387 1389 1391 1393 1395 1397 1399 1401 1403 1405 1407 1409 1411 1413 1415 1417 1419 1421 1423 1425 1427 1429 1431 1433 1435 1437 1439 1441 1443 1445 1447 1449 1451 1453 1455 1457 1459 1461 1463 1465 1467 1469 1471 1473 1475 1477 1479 1481 1483 1485 1487 1489 1491 1493 1495 1497 1499 1501 1503 1505 1507 1509 1511 1513 1515 1517 1519 1521 1523 1525 1527 1529 1531 1533 1535 1537 1539 1541 1543 1545 1547 1549 1551 1553 1555 1557 1559 1561 1563 1565 1567 1569 1571 1573 1575 1577 1579 1581 1583 1585 1587 1589 1591 1593 1595 1597 1599 1601 1603 1605 1607 1609 1611 1613 1615 1617 1619 1621 1623 1625 1627 1629 1631 1633 1635 1637 1639 1641 1643 1645 1647 1649 1651 1653 1655 1657 1659 1661 1663 1665 1667 1669 1671 1673 1675 1677 1679 1681 1683 1685 1687 1689 1691 1693 1695 1697 1699 1701 1703 1705 1707 1709 1711 1713 1715 1717 1719 1721 1723 1725 1727 1729 1731 1733 1735 1737 1739 1741 1743 1745 1747 1749 1751 1753 1755 1757 1759 1761 1763 1765 1767 1769 1771 1773 1775 1777 1779 1781 1783 1785 1787 1789 1791 1793 1795 1797 1799 1801 1803 1805 1807 1809 1811 1813 1815 1817 1819 1821 1823 1825 1827 1829 1831 1833 1835 1837 1839 1841 1843 1845 1847 1849 1851 1853 1855 1857 1859 1861 1863 1865 1867 1869 1871 1873 1875 1877 1879 1881 1883 1885 1887 1889 1891 1893 1895 1897 1899 1901 1903 1905 1907 1909 1911 1913 1915 1917 1919 1921 1923 1925 1927 1929 1931 1933 1935 1937 1939 1941 1943 1945 1947 1949 1951 1953 1955 1957 1959 1961 1963 1965 1967 1969 1971 1973 1975 1977 1979 1981 1983 1985 1987 1989 1991 1993 1995 1997 1999 2001 2003 2005 2007 2009 2011 2013 2015 2017 2019 2021 2023 2025 2027 2029 2031 2033 2035 2037 2039 2041 2043 2045 2047 2049 2051 2053 2055 2057 2059 2061 2063 2065 2067 2069 2071 2073 2075 2077 2079 2081 2083 2085 2087 2089 2091 2093 2095 2097 2099 2101 2103 2105 2107 2109 2111 2113 2115 2117 2119 2121 2123 2125 2127 2129 2131 2133 2135 2137 2139 2141 2143 2145 2147 2149 2151 2153 2155 2157 2159 2161 2163 2165 2167 2169 2171 2173 2175 2177 2179 2181 2183 2185 2187 2189 2191 2193 2195 2197 2199 2201 2203 2205 2207 2209 2211 2213 2215 2217 2219 2221 2223 2225 2227 2229 2231 2233 2235 2237 2239 2241 2243 2245 2247 2249 2251 2253 2255 2257 2259 2261 2263 2265 2267 2269 2271 2273 2275 2277 2279 2281 2283 2285 2287 2289 2291 2293 2295 2297 2299 2301 2303 2305 2307 2309 2311 2313 2315 2317 2319 2321 2323 2325 2327 2329 2331 2333 2335 2337 2339 2341 2343 2345 2347 2349 2351 2353 2355 2357 2359 2361 2363 2365 2367 2369 2371 2373 2375 2377 2379 2381 2383 2385 2387 2389 2391 2393 2395 2397 2399 2401 2403 2405 2407 2409 2411 2413 2415 2417 2419 2421 2423 2425 2427 2429 2431 2433 2435 2437 2439 2441 2443 2445 2447 2449 2451 2453 2455 2457 2459 2461 2463 2465 2467 2469 2471 2473 2475 2477 2479 2481 2483 2485 2487 2489 2491 2493 2495 2497 2499 2501 2503 2505 2507 2509 2511 2513 2515 2517 2519 2521 2523 2525 2527 2529 2531 2533 2535 2537 2539 2541 2543 2545 2547 2549 2551 2553 2555 2557 2559 2561 2563 2565 2567 2569 2571 2573 2575 2577 2579 2581 2583 2585 2587 2589 2591 2593 2595 2597 2599 2601 2603 2605 2607 2609 2611 2613 2615 2617 2619 2621 2623 2625 2627 2629 2631 2633 2635 2637 2639 2641 2643 2645 2647 2649 2651 2653 2655 2657 2659 2661 2663 2665 2667 2669 2671 2673 2675 2677 2679 2681 2683 2685 2687 2689 2691 2693 2695 2697 2699 2701 2703 2705 2707 2709 2711 2713 2715 2717 2719 2721 2723 2725 2727 2729 2731 2733 2735 2737 2739 2741 2743 2745 2747 2749 2751 2753 2755 2757 2759 2761 2763 2765 2767 2769 2771 2773 2775 2777 2779 2781 2783 2785 2787 2789 2791 2793 2795 2797 2799 2801 2803 2805 2807 2809 2811 2813 2815 2817 2819 2821 2823 2825 2827 2829 2831 2833 2835 2837 2839 2841 2843 2845 2847 2849 2851 2853 2855 2857 2859 2861 2863 2865 2867 2869 2871 2873 2875 2877 2879 2881 2883 2885 2887 2889 2891 2893 2895 2897 2899 2901 2903 2905 2907 2909 2911 2913 2915 2917 2919 2921 2923 2925 2927 2929 2931 2933 2935 2937 2939 2941 2943 2945 2947 2949 2951 2953 2955 2957 2959 2961 2963 2965 2967 2969 2971 2973 2975 2977 2979 2981 2983 2985 2987 2989 2991 2993 2995 2997 2999 3001 3003 3005 3007 3009 3011 3013 3015 3017 3019 3021 3023 3025 3027 3029 3031 3033 3035 3037 3039 3041 3043 3045 3047 3049 3051 3053 3055 3057 3059 3061 3063 3065 3067 3069 3071 3073 3075 3077 3079 3081 3083 3085 3087 3089 3091 3093 3095 3097 3099 3101 3103 3105 3107 3109 3111 3113 3115 3117 3119 3121 3123 3125 3127 3129 3131 3133 3135 3137 3139 3141 3143 3145 3147 3149 3151 3153 3155 3157 3159 3161 3163 3165 3167 3169 3171 3173 3175 3177 3179 3181 3183 3185 3187 3189 3191 3193 3195 3197 3199 3201 3203 3205 3207 3209 3211 3213 3215 3217 3219 3221 3223 3225 3227 3229 3231 3233 3235 3237 3239 3241 3243 3245 3247 3249 3251 3253 3255 3257 3259 3261 3263 3265 3267 3269 3271 3273 3275 3277 3279 3281 3283 3285 3287 3289 3291 3293 3295 3297 3299 3301 3303 3305 3307 3309 3311 3313 3315 3317 3319 3321 3323 3325 3327 3329 3331 3333 3335 3337 3339 3341 3343 3345 3347 3349 3351 3353 3355 3357 3359 3361 3363 3365 3367 3369 3371 3373 3375 3377 3379 3381 3383 3385 3387 3389 3391 3393 3395 3397 3399 3401 3403 3405 3407 3409 3411 3413 3415 3417 3419 3421 3423 3425 3427 3429 3431 3433 3435 3437 3439 3441 3443 3445 3447 3449 3451 3453 3455 3457 3459 3461 3463 3465 3467 3469 3471 3473 3475 3477 3479 3481 3483 3485 3487 3489 3491 3493 3495 3497 3499 3501 3503 3505 3507 3509 3511 3513 3515 3517 3519 3521 3523 3525 3527 3529 3531 3533 3535 3537 3539 3541 3543 3545 3547 3549 3551 3553 3555 3557 3559 3561 3563 3565 3567 3569 3571 3573 3575 3577 3579 3581 3583 3585 3587 3589 3591 3593 3595 3597 3599 3601 3603 3605 3607 3609 3611 3613 3615 3617 3619 3621 3623 3625 3627 3629 3631 3633 3635 3637 3639 3641 3643 3645 3647 3649 3651 3653 3655 3657 3659 3661 3663 3665 3667 3669 3671 3673 3675 3677 3679 3681 3683 3685 3687 3689 3691 3693 3695 3697 3699 3701 3703 3705 3707 3709 3711 3713 3715 3717 3719 3721 3723 3725 3727 3729 3731 3733 3735 3737 3739 3741 3743 3745 3747 3749 3751 3753 3755 3757 3759 3761 3763 3765 3767 3769 3771 3773 3775 3777 3779 3781 3783 3785 3787 3789 3791 3793 3795 3797 3799 3801 3803 3805 3807 3809 3811 3813 3815 3817 3819 3821 3823 3825 3827 3829 3831 3833 3835 3837 3839 3841 3843 3845 3847 3849 3851 3853 3855 3857 3859 3861 3863 3865 3867 3869 3871 3873 3875 3877 3879 3881 3883 3885 3887 3889 3891 3893 3895 3897 3899 3901 3903 3905 3907 3909 3911 3913 3915 3917 3919 3921 3923 3925 3927 3929 3931 3933 3935 3937 3939 3941 3943 3945 3947 3949 3951 3953 3955 3957 3959 3961 3963 3965 3967 3969 3971 3973 3975 3977 3979 3981 3983 3985 3987 3989 3991 3993 3995 3997 3999 4001 4003 4005 4007 4009 4011 4013 4015 4017 4019 4021 4023 4025 4027 4029 4031 4033 4035 4037 4039 4041 4043 4045 4047 4049 4051 4053 4055 4057 4059 4061 4063 4065 4067 4069 4071 4073 4075 4077 4079 4081 4083 4085 4087 4089 4091 4093 4095 4097 4099 4101 4103 4105 4107 4109 4111 4113 4115 4117 4119 4121 4123 4125 4127 4129 4131 4133 4135 4137 4139 4141 4143 4145 4147 4149 4151 4153 4155 4157 4159 4161 4163 4165 4167 4169 4171 4173 4175 4177 4179 4181 4183 4185 4187 4189 4191 4193 4195 4197 4199 4201 4203 4205 4207 4209 4211 4213 4215 4217 4219 4221 4223 4225 4227 4229 4231 4233 4235 4237 4239 4241 4243 4245 4247 4249 4251 4253 4255 4257 4259 4261 4263 4265 4267 4269 4271 4273 4275 4277 4279 4281 4283 4285 4287 4289 4291 4293 4295 4297 4299 4301 4303 4305 4307 4309 4311 4313 4315 4317 4319 4321 4323 4325 4327 4329 4331 4333 4335 4337 4339 4341 4343 4345 4347 4349 4351 4353 4355 4357 4359 4361 4363 4365 4367 4369 4371 4373 4375 4377 4379 4381 4383 4385 4387 4389 4391 4393 4395 4397 4399 4401 4403 4405 4407 4409 4411 4413 4415 4417 4419 4421 4423 4425 4427 4429 4431 4433 4435 4437 4439 4441 4443 4445 4447 4449 4451 4453 4455 4457 4459 4461 4463 4465 4467 4469 4471 4473 4475 4477 4479 4481 4483 4485 4487 4489 4491 4493 4495 4497 4499 4501 4503 4505 4507 4509 4511 4513 4515 4517 4519 4521 4523 4525 4527 4529 4531 4533 4535 4537 4539 4541 4543 4545 4547 4549 4551 4553 4555 4557 4559 4561 4563 4565 4567 4569 4571 4573 4575 4577 4579 4581 4583 4585 4587 4589 4591 4593 4595 4597 4599 4601 4603 4605 4607 4609 4611 4613 4615 4617 4619 4621 4623 4625 4627 4629 4631 4633 4635 4637 4639 4641 4643 4645 4647 4649 4651 4653 4655 4657 4659 4661 4663 4665 4667 4669 4671 4673 4675 4677 4679 4681 4683 4685 4687 4689 4691 4693 4695 4697 4699 4701 4703 4705 4707 4709 4711 4713 4715 4717 4719 4721 4723 4725 4727 4729 4731 4733 4735 4737 4739 4741 4743 4745 4747 4749 4751 4753 4755 4757 4759 4761 4763 4765 4767 4769 4771 4773 4775 4777 4779 4781 4783 4785 4787 4789 4791 4793 4795 4797 4799 4801 4803 4805 4807 4809 4811 4813 4815 4817 4819 4821 4823 4825 4827 4829 4831 4833 4835 4837 4839 4841 4843 4845 4847 4849 4851 4853 4855 4857 4859 4861 4863 4865 4867 4869 4871 4873 4875 4877 4879 4881 4883 4885 4887 4889 4891 4893 4895 4897 4899 4901 4903 4905 4907 4909 4911 4913 4915 4917 4919 4921 4923 4925 4927 4929 4931 4933 4935 4937 4939 4941 4943 4945 4947 4949 4951 4953 4955 4957 4959 4961 4963 4965 4967 4969 4971 4973 4975 4977 4979 4981 4983 4985 4987 4989 4991 4993 4995 4997 4999 5001 5003 5005 5007 5009 5011 5013 5015 5017 5019 5021 5023 5025 5027 5029 5031 5033 5035 5037 5039 5041 5043 5045 5047 5049 505			

printhead moves over to this position, ready to print. (You can adjust this using the Increase/Decrease offset options).

f6=Left Offset

Left offset	25
Clear offset	
Increase offset	
Decrease offset	
EXIT	

Press **EXIT**, **ENTER** and **EXIT** to leave the Printer Control State and then type D to go into the Direct Printing screen.

There is also a quick way of altering the Character pitch and Line spacing. If you store suitable (+Pitchnn) and (+LSpacenn) codes in a phrase, you can simply paste in the phrase with a couple of keystrokes rather than use the Set menu or the f2 Layout menu to alter these settings.

The LocoFile solution

With LocoFile, you can combine the advantage of pre-setting details such as the Character pitch and Character Set with ability to find and print a single address with ease.

As you'll know from earlier issues of *Script*, LocoFile is the database that works with LocoScript 2. It lets you keep information in sorted order and is ideal for storing addresses. In addition it has simple printing facilities,

tailor-made for printing addresses onto envelopes or any other media you want to use.

Like LocoScript 2 documents, you can set up LocoFile datafiles with details such as the Character pitch and the Line Spacing etc. You can also select the font of your choice in Datafile Setup. Another setting lets you adjust the Left margin so that the addresses print in the right place on the envelope.

What makes LocoFile much easier to use than a LocoScript document is the way you can jump directly to the address of your choice. LocoFile lets you set up an index for any item. For example, a useful index for an address list would be one where you could search on the surname and, where two or more people with the same surname are included in the list, on the initials. This means that you could pick out W Shakespeare from all the other Shakespeares in the address list. After selecting such an index on the f2 Index menu, you simply need to use the f5 Goto menu to find the address.

Once the address is displayed on the screen, you can print it by pressing the f4 Print menu and selecting 'Current record' and the Extract option. (The 'Whole record' option would print out the information in the way it is laid out on the card). Just tick the items you want to print and press **ENTER**.

The LocoFile solution

f5=Card

Card width	60
Card height	15
Left margin	25
Character pitch	
✓ 10	12 15 17
Line pitch	
5 ✓ 6	7½ 8
► Use this format	
Select paper	

f6=Printing

Printer selection	
◆ Character Style	Standard PS
Character Set	Copper Plate
Printer	MATRIX
EXIT	

ADDRESS.DAT LocoFile. Printer idle. Using Col: 17
 me Unique Item: None
 f2=Index f3=Item f4=Print f5=Goto f6=Find f7=Extract f8=

Record: 1	Title	Initials	Surname
	Mr	W	Shakespeare
Address			
11 Bath Road			
Stratford-upon-Avon			
Warwickshire.			
Print records			
All records			
"Changed" records			
✓ Current record			
✓ High Quality			
Draft Quality			
Whole record			
► Extract			
Print extract			
✓ Title			
✓ Initials			
✓ Surname			
✓ Address			
► Print			
Select all			
Select none			

Letters

Greek characters in LocoFile

While using LocoFile yesterday, to extract some addresses, I proceeded as usual by turning to the Goto menu, and keying in the desired name. To my sheer astonishment, the name displayed in the top section of the menu, appeared in characters of the Greek alphabet! I tried this several times, using various names, but all were displayed in Greek, and none availed to identify the required record, giving, instead, the "No match found" signal.

I tried an exit from the file, but returned to find the Greek characters were still there. Eventually I switched off and re-loaded, which restored LocoFile to normal functioning. I am most curious to know what I may have done to achieve this extraordinary variation.

Rev IR, Durham

We think you accidentally went into the Greek Super Shift. This is done by pressing **[ALT]** and **[F3]** and the effect is to replace the normal keyboard layout with one which has the Greek characters. When you are in the Greek Super Shift the letters Gre appears on the top right hand corner of the screen.

There is no need to reload the software to get out of the Greek keyboard. Simply pressing **[ALT]** and **[F1]** will restore the normal keyboard. The different Super Shifts are described in Appendix III of the LocoScript 2 User Guide.

Standard vs Sans Serif

I make use of the sans serif font high quality for most of my work. Where I am producing lecture notes however I use draft quality for speed of printing. I note that these are always produced in standard font, even though you are apparently given the option of either font on the menu prior to printing, and although you may select sans serif if this is ignored. Even after removing the MATRIX.#ST from the start of day disc, draft quality is still printed in standard font.

I should appreciate your confirmation that even with Sans Serif font selected, draft quality will always be in standard font, as I can find no reference to this in any manual or *Script*.

Mr JR, Cambridge

There's little difference between Standard and Sans Serif when you print in Draft Quality – the different style is only evident in High Quality.

In Draft Quality, only half the number of dots are used to print each character. With such limited character patterns, there's not the same scope for designing different styles as there is in High Quality. So we concentrate on producing characters with as clear a definition as possible. In fact if you look closely, you'll find that Draft Quality is not strictly a 'Standard' style as it produces a mixture of serifed and unserifed characters.

Driving a NEC P6 Plus

I've recently bought a NEC P6 Plus printer and found that I can get a reasonable print out using the LQ1500.PRI file on the master LocoScript 2 disc. However, I can't get the printer to produce PS from this driver even though the printer manual suggests that it can do this.

I would therefore like to know whether you have a better driver for this printer. I can give you more details of the printer if you need them.

Mr KP, Leeds

We do indeed have a better Printer file for the NEC P6 Plus printer. The Printer files we supply on the LocoScript 2 master disc support many of the popular printers. As you have found they can also be used to provide basic support for other makes of printer.

To get the best support available for many printers (including the NEC P6 Plus), you need the Printer Drivers Disc. This disc has dedicated Printer files for all the printers we support – the Printer file you need is the NECP6X.PRI.

The NEC P6 Plus is a 24 pin printer and is one of the printers we support with the 24 Pin Printer Drivers Disc. With this disc, you can produce the entire LocoScript character set on your printer – something you could only previously do on the PCW8256/8512 printer. (See the News pages of Issue 7 of *Script* for more details.)

Letters

Printing documents in different fonts

I am delighted to have 500+k in my memory, thanks to the SCA Rampac you sent, and pleased too, with the extra fonts in Set 2. However, one problem you can I hope help me with.

Penman looks beautiful. However, I followed the advice in the leaflet about setting the Character pitch to PS and the Scale pitch to 15 but the text refuses to reach the right margin.

Mr BE, Chesterfield

We suspect that the problem with the Penman font is caused by not setting up the document for this font. (You set up a document by selecting the font on the f6 Printing menu in Document Set-up. This is done by pressing f6 Printing, moving the cursor to Character Set and pressing **ENTER**. On the menu displayed, put a tick beside the font and press **ENTER**.)

LocoScript calculates where to break the lines from information about the font it is expecting to print in. It doesn't change these line breaks when you print the document in another font.

The PS widths can vary considerably from font to font. For example, PS widths of the Standard font are wider than the Penman font. So, setting up a document for the Standard font but printing it in the Penman font means that unjustified text will fall short of the right margin. (Justified text will reach the right hand margin but the spaces between the words will be much wider, giving an odd effect.)

By always setting up documents for the font you want to print them in, you can avoid this problem altogether.

Printing in the wrong place

If I use the direct printing facility and then decide to print a document in the usual way, I find that sometimes the text starts printing in the wrong place. This doesn't always happen – can you tell me what I am doing wrong?

Mr RM, Gosforth

When you leave Direct Printing, the printhead remains at the same position and the Top of Form position is not reset to 0. So if you print a document immediately after leaving Direct Printing, LocoScript will start printing from the next line on the paper.

You don't need to reload the software to ensure your next document prints correctly.

To restore the Top of Form position to 0 and position the paper in the right place, you can use the Feed to top of form option on the f1 Actions menu in Printer Control State.

If you are in the middle of a sheet of paper, press **PTR** followed by f1 Actions. Select the option Feed to top of form and press **ENTER**. If you're using single sheet paper, this action ejects the paper and you can put a new sheet of paper in. With continuous stationery, the paper is fed through until the printhead is positioned at the top of the next page, ready to start printing.

Screen dumping

I recently purchased a Star LC24-10 Multi-Font printer which I have been using quite successfully with my Amstrad PCW8512 along with LocoScript 2.28 and your 24 pin Printer Drivers Disc.

The problem I refer to is that I do not seem to be able to dump the information of the Disc Manager Screen to the Star printer using the EXTRA + PTR keystrokes as I could when using the built-in printer.

Mr GH, Manchester

It's not possible to produce a screen dump on your Star LC24-10 printer from the PCW. The screen dump facility only works with the built-in printer. (It was originally included just so that we could illustrate the User Guides!)

Unfortunately, as external printers vary so widely in their graphics abilities it is not feasible for us to include the screen dumping facility for other printers.

Letters

Drive M and the RamPac

I have received the RamPac and have installed it on my PCW8512. I was given to understand that when installed there should be 880k on the M drive. My disc manager screen reports 72k used and 720k free and underneath lists, under Group 0, LOCOSPEL.DCT 68k; 2 hidden 4k.

I tried again with another Start-of-day disc, and the total of the M drive was still 792k. Can you please explain what has happened.

Mrs MD, Gateshead

Your PCW is displaying the correct values of available memory for Drive M for your PCW with the RamPac attached. The 880k quoted for the RamPac is the amount of memory available when you load CP/M.

When you load LocoScript, the files that LocoScript needs are copied from your Start-of-day disc into memory. The space left over is called Drive M. LocoScript then copies support files on your disc such as templates, Printer files, LocoSpell dictionaries etc, into Drive M.

The values of free and used space depend on two things: the add-ons you have installed on your Start-of-day disc and the support files you have loaded. For example, adding LocoFile to your system means that there is 24k less memory left over in Drive M, while the dictionary needed for LocoSpell takes up 68k.

Adding a RamPac to your PCW adds 512k to the size of Drive M. So as your Drive M used to be 280k, it has now become $280k + 512k = 792k$ with the RamPac.

Using LocoFont 1 & 2

Using my disc labelled LocoFont Set 2 Drive B Start-up disc, I am able to program it into 'M' but the style names do not appear when I call them up using f6. Therefore, I have not been able to print with any of them, although I have had no problem with Set 1.

Mrs IMP, Leatherhead

We think your problem is caused by the fact that you have used up the quota of Character Sets allowed in the Character Set menu.

If you have updated your Settings file with all the fonts from LocoFont Set 1, there is no more room for the fonts on the LocoFont Set 2. The best thing to do is to keep only the fonts you want to use from both LocoFont 1 and LocoFont 2 and remove those you don't usually use.

If you have a lot of space on Drive M, there is an alternative solution. You could put two printer files on your Start-of-day disc – MATRIX.PRI and MATRIX2.PRI.

MATRIX2.PRI will simply be a copy of MATRIX.PRI, renamed to MATRIX2.PRI. (MATRIX.PRI is a hidden file, so you will need to show the Hidden files by ticking the option on the f8 Options menu.) Once this is done, copy the LocoFont 2 files onto group 0 of your Drive B start up disc, renaming each of them as follows:

MATRIX2.#MF, MATRIX2.#MP.... and so on.

Finally, reload LocoScript and update the Settings file using the f6 Settings menu. When you want to print with one of these fonts, you should select MATRIX2 as the printer on the f6 Printing menu and then the Character Set of your choice.

Starting up

A tip that your readers may find of use. I often need to use my 9512 quickly, perhaps for one brief note. I have therefore made a 'Quick Startup' disc, denuded of LocoSpell, LocoMail, LocoFile and any other file not directly required to start the machine. This will get me going without what can seem to be an interminable wait when one is in a hurry.

Mr IL, Kenton

Thank you for your tip.

You can find more hints and tips about organising start-up discs in the article 'Introducing LocoScript 2.20' in Issue 8 of *Script*.

Letters

Importing ASCII files

I want to take a datafile from a CP/M disc and import it into LocoFile. However, the data contains Greek characters and these characters get lost as soon as I insert the ASCII file into my LocoFile datafile. Is there anything I can do about this?

Mr LD, Eastbourne

When importing an ASCII file into a LocoScript document or LocoFile datafile, LocoScript uses a variant of the appropriate national language CP/M character set. (You can find full details of the section on the CP/M Operating System in the User Guide supplied with your machine.)

The variation is that the character values #80 to #9F in the ASCII file are treated as if they were ASCII characters #00 to #1F. These relocated characters include a small number of Greek characters but if the characters you want are not there, it's not possible to insert them into a datafile from an ASCII file.

The easiest way for you to see which character value maps to which character is probably to produce a file with the character values #20 to #FF in it (by using a simple BASIC program) and then use Insert Text to import it into a LocoScript document.

It may be helpful to know that other national language versions of LocoScript produce slightly different arrangements of the characters. This means that the common characters in the national language versions (such as é and ü for say French and German) are translated rather than their English equivalents.

If you are thinking of upgrading to a PC, you'll find that this problem disappears. With LocoScript PC, there are import and export options which lets you transfer a much wider range of characters between LocoScript PC and other software packages.

Swapping foreign keyboards

I have a French PCW9512 and want to be able to check the spelling of work in English but without having to type QWERTY which is now quite beyond me as I always use AZERTY and using my present French printwheels which have all the characters I use in English.

I imagine I need to order the English Foreign Pack and perhaps, or perhaps not, the Keyboards and Printwheels discs.

Mr JL, France

As you cannot mix and match different national language versions of LocoScript and LocoSpell, you do need to order the English Foreign Pack to spellcheck in English. However, you'll be glad to know that, providing both versions are v2.12 or later, this is the only extra software you need to type, spellcheck and print documents in English.

Since version 2.12 of LocoScript, keyboard files are interchangeable. So to continue

using your AZERTY keyboard, you simply have to copy the KEYBOARD.JOY file from your French master disc onto your English Start-of-day disc. (The KEYBOARD.JOY file may be a hidden file, so make sure you show the hidden files by ticking this option on the f8 Options menu on the Disc Manager Screen.)

As long as both versions are later than v2.12, you can also continue to use your French printwheel by copying the PCW9512 Printer file from your French master disc onto your English Start-of-day disc. Again PCW9512.PRI may be a hidden file.

For more information about our support for different national languages, you can refer to the article 'Using Different Languages' in Issue 12 of *Script*.

PostScript

Howard Fisher reports back from showing LocoScript in the USSR

LocoScript 2 with its full support of the Cyrillic alphabet combined with the inexpensive PCW offers a very cheap solution for word processing in Russian. But surprisingly, the PCW has never really been exported to the USSR in any quantity. So, when we heard about the "Comtek 90" personal computers exhibition in Moscow we jumped at the chance to both show off our software and learn something about computing in the Soviet Union.

What we didn't expect was that the show would be open to any Soviet Citizen who could afford the entrance fee of 20 kopeks (20p at the "commercial" exchange rate, 2p at the "tourist" rate). Nor did we expect entrance queues stretching into the distance, with waiting times of over 2 hours – even in the snow!

Even in the mornings, when admission was restricted to invited specialists, the show was crowded. With just myself and Ian Brown from Locomotive on the stand, sharing Lucy our interpreter, life was hectic if more than one non-English speaking group of visitors ventured onto the stand. We had been advised before the show to block off one of the two open sides to the stand, and it didn't take us too long to erect a barricade across the other side – just to keep some kind of order. Indeed, by the end of the show every stand had two or more chairs blocking its entrance!

We soon discovered that leaflets were prized souvenirs, and that it was a mistake to leave them for just anyone to take. If we had, we'd have had none left at the end of the first day, with seven days left of the show! So we fastened a few leaflets to the table with adhesive tape, only giving copies away when asked specifically for our "prospekt". Even so, at the end of the show we had to give away even these last few leaflets (after unsticking them from the table!).

Judging by the other products on show, it was clear that no popular word processors can touch LocoScript for word processing in foreign languages – either on the cheap PCW or on a PC.

We are now following up the contacts we made at the show. It is almost certain that there will be a full Russian version of LocoScript in the not too distant future!

On the lighter side, the show wasn't all work. In particular, we took with us some LocoScript pens we'd had specially printed to give to important visitors to the stand. These proved irresistible to the young Muscovites visiting in the afternoons. So much so that we rationed the pens to those who could swap interesting badges (badges are almost an obsession with the Russians – young and old).

The result was that we came back with a collection of badges second to none (but chose not to try to take these through the airport's metal detectors!)